



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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TO: Massachusetts Tier II Reporting Entities

FROM: Kurt N. Schwartz
Director, Massachusetts Emergency Management Agency
Chair, Massachusetts State Emergency Response Commission

THROUGH: Massachusetts State Emergency Response Commission

CC: Massachusetts Emergency Planning Committees and Fire Departments

RE: **Tier II Reporting Year 2018: Massachusetts State Emergency Response Commission Reporting Requirements**

DATE: January 3, 2019

Facilities covered by the reporting requirements of the federal Emergency Planning and Community Right-to-Know Act (EPCRA) must submit annual Tier II reports to their Emergency Planning Committee (EPC), and Local Fire Department, and the State Emergency Response Commission (SERC). **Tier II Reports for 2018 must be filed by March 1, 2019.**

The Massachusetts Emergency Management Agency (MEMA) has, per Governor's Executive Memorandum, been designated as the State Emergency Response Commission (SERC) in Massachusetts.

This memorandum is being sent to Massachusetts Tier II reporting entities on behalf of the Massachusetts SERC. **This memorandum is specific to the Massachusetts SERC Tier II reporting requirements for Reporting Year (RY) 2018.**

For Reporting Year 2018, the Massachusetts SERC will require its filers to submit reports via the web-based Tier II Manager System. The SERC will not accept reports developed or submitted via other means.

This only affects how Tier II reports are submitted to the Massachusetts SERC; this does not change any Massachusetts EPC and/or Fire Department reporting requirements.

Filers must contact their respective EPC and Fire Department regarding their reporting requirements.

The fact that you are receiving this memorandum does not necessarily mean you are required to file a Tier II report. It does mean you should determine whether the federal Tier II regulations are applicable to your facility. Please use the reference table below to assist in this determination.

Tier II reporting thresholds:

Extremely hazardous substances (EHS)*	500 pounds (227 kg) or threshold planning quantity, whichever is less.
All other hazardous substances:	10,000 pounds (4,540 kg) for any material that has an SDS
*You may obtain a list of EHS substances on the EPA website here: https://www.epa.gov/epcra/final-rule-extremely-hazardous-substance-list-and-threshold-planning-quantities-emergency	

Use of the Tier II Manager System:

The Tier II Manager System is now ready for 2018 reporting. The URL for the Tier II system is: <https://massachusetts.hazconnect.com>

MEMA has developed a [Tier II Manager System Guide](#) which provides an overview on how to access and use the System, including the System's 'export tool'. This Guide is available on MEMA's website here: <https://www.mass.gov/service-details/massachusetts-state-emergency-response-commission-serc>

New filers must first register to use the Tier II Manager System. Registration is a one-time process; if you have already registered you do not need to do so again. To register, please follow the steps outlined within MEMA's Tier II Manager System Guide. Once you have successfully registered, you may use the Tier II Manager System.

If you have **lost or forgotten your User Name and/or Password**, you may re-set them via the System's website.

If you have filed a Tier II report with MEMA in a prior year, but do not see this in the System please contact Mayra Quintana (508.820.2041; Mayra.Quintana@mass.gov) or Jeff Timperi (508.820.2019; Jeff.Timperi@mass.gov) for assistance.

To facilitate use of the Tier II Manager System, MEMA provides a ‘**Tier II Submit export tool**’ within the Tier II Manager System. Once a filer completes and submits a report via the Tier II Manager System, the export tool may be used by filers who need to convert their report into a format that is compatible with the EPA’s Tier II Submit software.

Detailed instructions on use of the export tool may be found in MEMA’s Tier II Manager System Guide.

If using the Export Tool it is important that you carefully review the exported file (by using the EPA’s Tier II Submit software’s ‘validation report’ feature) to ensure that it is accurate. In particular, if converting a Tier II Manager file to a Tier II Submit file, you may receive Tier II Submit validation errors for: attachments not being included; latitude and longitude coordinates; NAICS codes; email address not included; or facility contact last name. **If you receive a validation error, you must open the Tier II Submit file and manually correct the information before the file is sent to the EPC and/or FD. If attachments do not appear, you must re-attach the file(s). Instructions on how to do this may be found in MEMA’s Tier II Manager System Guide.**

The converted file may then be submitted – by the filer – to its respective EPC and Fire Department per their reporting requirements.

Required Massachusetts-Specific Tier II Reporting Fields:

Massachusetts has state-specific Tier II data fields and guidance on how filers may complete these required fields is found within the Tier II Manager System Guide.

Other SERC Tier II Reporting Information:

The following apply to the Massachusetts SERC. **Your EPC and/or Fire Department may have different reporting requirements.**

- Submitting a report via the Tier II Manager System does NOT fulfill your EPC and Fire Department reporting requirement. Filers must still submit reports to their respective EPC and Fire Department per their respective reporting requirements.
- A list of EPCs in Massachusetts may be found on MEMA’s website here: <https://www.mass.gov/service-details/massachusetts-state-emergency-response-commission-serc>
- **The Massachusetts SERC will not - for the Reporting Year 2018 period - require Tier II report filers to submit facility site plans with their Tier II reports.** However, submission of these plans for ‘manned facilities’ is encouraged. The only SERC requirement for these plans (if submitted) is that they be submitted electronically via the Tier II Manager System and that they be less than 2MB in size. Facility site plans are most likely exempt from public records production under the Massachusetts Public Records Law (see [Exemption ‘n’](#)).
- If you submit a report via the Tier II Manager System you will receive an automatic reply acknowledging receipt.
- There is no filing fee for the SERC.
- The SERC does not require submission of Safety Data Sheets.

If you have any questions regarding this memorandum please contact Mayra Quintana (508.820.2041; Mayra.Quintana@mass.gov) or Jeff Timperi (508.820.2019; Jeff.Timperi@mass.gov).